

CHAPTER 9

NAVAL MANUALS, DIRECTIVES, AND REPORTS

In the last chapter you became familiar with the organization of the Navy Department. To make this organization work, a standardized method of communicating is needed, as provided by different manuals and directives. You must become familiar with these publications and learn how to use them to find the information you need. Read them in your spare time and enter changes in them as they are issued. This is one of the best methods to become familiar with them.

This chapter covers the official publications most commonly used, giving the issuing authority, purpose, content, and format of each. It discusses the Department of the Navy Directives Issuance System and the types and format of directives prescribed therein.

GENERAL REGULATORY PUBLICATIONS

The principal general regulations, directives, orders, and instructions issued for the guidance of persons throughout the Department of the Navy are found in the following sources.

NAVY REGULATIONS

This manual, divided into chapters and articles, shows the principles that guide the Department of the Navy. Its contents define the duties, responsibilities, authority, distinctions, and relations of many organizational parts and individuals to each other. Other Navy publications expand on much of the material found here. *Navy Regulations* and each of the publications discussed in this chapter are published in adjustable ring binders so that changes can be easily made.

Changes to these publications are issued periodically. They may be in the form of printed insertions, replacement pages, or instructions for correcting the existing copy with pen and ink. Before changes to *Navy Regulations* are issued,

they are reviewed by the Chief of Naval Operations, the Commandant of the Marine Corps, the Judge Advocate General, the chiefs of offices, and commanders of various systems commands. The changes are approved and signed by the Secretary of the Navy.

MANUAL OF THE JUDGE ADVOCATE GENERAL

The *Manual of the Judge Advocate General* (JAG Manual), JAGINST 5800.7B, is prepared by the Navy Judge Advocate General and covers legal and judicial matters that apply to members of the Navy and Marine Corps. Among these are instructions about boards of investigation and examining boards-their composition, authority, and procedures.

MANUAL FOR COURTS-MARTIAL

The *Uniform Code of Military Justice* (UCMJ), approved in May 1950, established a single set of laws for administering justice to all the Armed Forces. The UCMJ was further amended by the Military Justice Act of 1983. Under the authority of this act, the President of the United States issued the *Manual for Courts-Martial*, United States, 1984.

This manual describes the types of courts-martial and prescribes their membership and procedures. It also gives information on non-judicial punishment, courts-martial review and trials, and limitations on punishments.

The manual was prepared by the Office of the Secretary of Defense. It is a looseleaf volume issued to the Navy through the Office of the Judge Advocate General.

OTHER PUBLICATIONS

In addition to the publications described above, there are numerous others with which

you should be acquainted and that you should consult for authoritative information.

Manuals and publication-type directives issued by Washington headquarters organizations such as the Naval Military Personnel Command (NMPC), COMNAVMEDCOM, and various Systems Commands contain administrative instructions relating to matters coming under cognizance of the issuing command. Most of these manuals are issued in looseleaf form for convenience in making corrections and bringing them up to date.

Although orders and instructions contained in these publications are binding for all persons throughout the Department of the Navy, they do not alter or amend any provisions of *Navy Regulations*.

NAVAL MILITARY PERSONNEL MANUAL

The *Naval Military Personnel Manual* (MILPERSMAN), NAVPERS 15560, is issued in looseleaf form and contains articles governing the administration of Navy personnel.

When referring to articles in the manual, use one of the following three methods:

1. *Naval Military Personnel Manual*, Article 3860280.
2. MILPERSMAN 3860280.
3. Article 3860280 of the *Naval Military Personnel Manual*.

Each article is identified by a seven-digit number. The first two digits identify the chapter. The next two digits identify the section in the chapter. The last three digits identify the article in the section. Although written together (e.g., 3860280), the article number should be spoken as though it were three separate groups of numbers (e.g., 3860 280). Numbers are not always assigned consecutively, and once an article is dropped, the number is not used again.

In the manual, chapters and sections are not titled. Chapters begin at the top of a right-hand page.

You will find the alphabetical subject-matter index at the back of the manual more helpful than the table of contents in finding articles quickly. For example, assume that your commanding officer wants to know the course of action that should be taken to separate an enlisted service member for the convenience of the government. Unless you have memorized your table of

contents, it will be hard for you to find this subject, since the table of contents is a sequential listing of article numbers. When you turn to your index, you find that its alphabetical layout makes finding that subject easy.

Changes to MILPERSMAN are issued quarterly by NMPC.

STANDARD ORGANIZATION AND REGULATIONS OF THE U.S. NAVY

This manual, issued as OPNAVINST 3120.32, by the Chief of Naval Operations, puts forth regulations governing all members of the U.S. Navy. Two styles of print are used in these regulations: The material in italicized type is regulatory. These regulations apply to each individual. Violation of any part of these regulations is punishable under UCMJ. The material printed in plain type is for the guidance of commanders, commanding officers, and officers in charge.

UNIFORM REGULATIONS

United States Navy Uniform Regulations is prepared by the Commander, NMPC and describes the many uniforms for Navy personnel. It lists the uniforms required and articles worn or used together. It gives occasions when the different uniforms should be worn, methods of wearing medals, decorations, ribbons, rating badges, and special markings, and notes on the care of uniforms. The current edition was published in 1985. Changes are issued by NMPC as changes in the uniform occur.

DEPARTMENT OF DEFENSE MILITARY PAY AND ALLOWANCE ENTITLEMENTS MANUAL (DODPM)

DODPM is issued by the Assistant Secretary of Defense (Comptroller) and contains rules governing entitlements, deductions, and collections on military pay and allowances. This manual contains the pay and allowance entitlements for regular Navy active duty and Naval Reserves serving on active duty with pay. (This manual also includes the pay and allowance rules for other branches of the Armed Forces.)

Entitlements are the rules that govern military pay. Pay entitlements include basic pay and allowances, incentive pay, special pay, and lump-sum leave and other separation payments.

You should know how to figure the dates and times of beginning and end of this pay and

how to figure service for pay purposes. DODPM shows how to figure pay for periods of authorized and unauthorized absence.

The manual contains helpful tables. These tables simplify technical instructions about pay and allowance entitlements and clear up whether or not an entitlement exists. The tables are numbered to correspond to the text they accompany. For example, Table 1-2-3 is the third table in chapter 2 of part 1 of DODPM.

NAVY AND MARINE CORPS MILITARY PAY PROCEDURES (MPP)

The MPP Manual is issued by the Office of the Comptroller of the Navy and contains instructions for using DODPM.

NAVY PAY AND PERSONNEL PROCEDURES MANUAL (PAYPERSMAN)

The *Navy Pay and Personnel Procedures Manual* (PAYPERSMAN), NAVSO P3050, is issued jointly by the Office of the Comptroller of the Navy and the Commander, NMPC. It contains pay and personnel procedures for maintaining the Joint Uniform Military Pay System (JUMPS) and the Manpower, Personnel Training Information System (MAPTIS).

PAYPERSMAN is organized into parts and chapters arranged and numbered in the same order as DODPM. Part 9 contains detailed information for preparing and distributing documents used in the automated pay and personnel systems. You need to refer to PAYPERSMAN often when working with JUMPS or MAPTIS.

Eight appendixes follow part 9, and an alphabetical index follows the appendixes. (Instructions about the MAPTIS system are in chapter 11 of this rate training manual. Instructions about the use, preparation, and distribution of OCR documents are located in the HM 3 & 2 Rate Training Manual.)

ENLISTED TRANSFER MANUAL (TRANSMAN)

The *Enlisted Transfer Manual* (TRANSMAN), NAVPERS 15909, contains instructions for the distribution and assignment of enlisted personnel and supports basic regulations and instructions found in MILPERSMAN. The purpose of TRANSMAN is to provide a quick

reference of instruction and information material concerning service schools, special programs, and enlisted personnel distribution; it is intended to reduce clerical workload and to promote administrative efficiency.

THE DEPARTMENT OF DEFENSE INFORMATION SECURITY PROGRAM REGULATION (DODISPR)

DODISPR, DOD 5200.1R, is the basic security directive on the safeguarding of classified information. Its provisions apply to all DOD activities.

THE DEPARTMENT OF THE NAVY INFORMATION SECURITY PROGRAM REGULATION

OPNAVINST 5510.1, issued by the Chief of Naval Operations, is to be used in conjunction with DODISPR. This instruction is commonly referred to as the "Security Manual." Its provisions apply to Department of the Navy military and civilian personnel and activities.

The Security Manual has detailed instructions for classifying, marking, and handling classified information and for access to and authorized disclosure of this information.

AWARDS MANUAL

The *Navy and Marine Corps Awards Manual*, SECNAVINST 1650.1, is issued by the Secretary of the Navy to give information concerning decorations, medals, and awards. Information on the manner of wearing them is found in Uniform Regulations.

ADVANCEMENT MANUAL

The *Manual of Advancement*, BUPERSINST 1430.16B, is published by NMPC to provide for the administration of the advancement system. It supports and enlarges on the basic policies for advancement found in MILPERSMAN.

CORRESPONDENCE MANUAL

The *Department of the Navy Correspondence Manual*, SECNAVINST 5216.5C, is prepared in the Office of the Chief of Naval Operations (OPNAV) and approved by the Secretary of the Navy. It contains instructions for preparing letters, endorsements, and other forms of naval

correspondence. It also contains instructions for assembling correspondence for signature and mailing.

Changes are prepared by OPNAV and signed by SECNAV. The *Correspondence Manual* is discussed further in chapter 10 of this rate training manual.

TELECOMMUNICATIONS USERS MANUAL

The *Telecommunications Users Manual*, NTP 3(F), was developed under the direction of the Commander, Naval Telecommunications Command and is designed for use by elements of the Navy, Marine Corps, and Coast Guard to facilitate uniform and concise procedures for the drafting and preparation of naval messages.

U.S. NAVY PLAIN LANGUAGE ADDRESS DIRECTORY

The *U.S. Navy Plain Language Address Directory*, NTP 3 SUPP-1 (H), goes hand in hand with NTP 3(F). It was developed under the direction of the Commander, Naval Telecommunications Command for the purpose of providing Plain Language Address (PLA), Collective Address Designator (CAD), and Address Indicating Grouping (AIG) assignments to Navy, Marine Corps, and Coast Guard activities, and furnishing other services and DOD activities with Plain Language Addresses.

DEPARTMENT OF THE NAVY STANDARD SUBJECT IDENTIFICATION CODES

The Chief of Naval Operations prepares the *Department of the Navy Standard Subject Identification Codes*, SECNAVINST 5210.11, for the signature of the Secretary of the Navy. It is used in classifying subjects and identifying correspondence, directives, blank forms, and reports (assigning report control symbols); setting up filing and retrieval systems; and routing of computer messages. It is also for use with any other documents referred to by subject.

JOINT TRAVEL REGULATIONS (JTR)

Joint Travel Regulations (JTR) is issued in two volumes over the signatures of the Secretaries of the Army, Navy, Air Force, Transportation, Commerce, and Health and Human Services

through the Per Diem, Travel and Transportation Allowance Committee, which operates under DOD. Volume 1 deals with travel of members of the uniformed services, volume 2 deals with travel of DOD civilian personnel. JTR interprets the laws concerning travel, the manner of furnishing transportation, provisions for transportation of dependents, transportation of household goods, reimbursement for travel expenses, and similar information.

U.S. NAVY TRAVEL INSTRUCTIONS (NTI)

U.S. Navy Travel Instructions (NTI) is issued jointly by the Commander, NMPC, the Comptroller of the Navy, and the Commandant of the Marine Corps. It expands on the rules laid down in volume 1 of JTR as they apply to the Navy and Marine Corps. If instructions in NTI and JTR conflict, JTR takes precedence.

NAVY REGISTER

The full title of the *Navy Register* is *Register of Commissioned and Warrant Officers of the U.S. Navy and Marine Corps and Reserve Officers on Active Duty*, NAVPERS 15018. It is published 1 January of each year by NMPC and issued to all ships and stations. In addition to an alphabetical list of all officers, the Register contains a complete lineal list. The purpose of assigning an officer a lineal number is to establish seniority within the grade and corps.

MANUAL OF NAVY OFFICER CLASSIFICATIONS

The *Manual of Navy Officer Classifications* (NOC), NAVPERS 15839, is published by the Commander, NMPC and contains classification structures used in identifying officer billet requirements and officer occupational data.

NMPC uses these classifications to identify billet experience and special qualifications of each naval officer. This information is required for personnel administration. NOCs are also used by the CNO to identify qualitative officer requirements in manpower authorizations.

STANDARD NAVY DISTRIBUTION LIST (SNDL)

The *Standard Navy Distribution List* (SNDL) is published by OPNAV to ensure

proper addressing and distribution of mail to all activities of the Department of the Navy and to provide a central distribution system for directives and correspondence. SNDL is published in two parts, each issued separately and designated "FOR OFFICIAL USE ONLY."

Part 1 is entitled *Standard Navy Distribution List, Operating Forces of the Navy, Unified and Specified Commands, U.S. Elements of International! Commands*, OPNAV P09B3-107.

Part 2 is contained in the publication *Catalog of Naval Shore Activities*, OPNAV P09B3-105.

SNDL is reissued periodically, normally on a quarterly basis, by the Chief of Naval Operations. Changes may be of two types: page changes and serial changes. Serial changes are provided only to commands handling a large volume of mail requiring up-to-date information.

MANUAL OF THE MEDICAL DEPARTMENT

The naval publication of most interest to you is the *Manual of the Medical Department*, NAVMED P-117, commonly referred to as MANMED. This publication serves as a guide for proper administration of the Medical Department and all of its different functions. You will be responsible for knowing the contents of MANMED, so study it carefully and learn how to use it. Of particular interest to you are the following chapters:

Chapter 1—The Medical Department

This chapter defines the organization of the Medical Department throughout the Navy and will give you an idea of its complexity and chain of command.

Chapter 9—The Hospital Corps

The information in this chapter is of vital interest to you. You should become familiar with the rating structure and strength of the Hospital Corps and the duties, specialties, responsibilities, and distribution of hospital corpsmen.

Chapter 15—Physical Examinations

Naval personnel must take physical examinations for numerous reasons. The Navy is very strict about physical qualifications for certain individuals in specific jobs. In chapter 15 you will find the specifications, requirements, and physical standards that must be complied with to qualify for these jobs. Since you, as a senior hospital corpsman, will be involved with physical examinations at one time or another, you should have a good knowledge of this chapter.

Chapter 16—Health Record

From the first day of a person's entry into the federal service to the day he or she is discharged, and even beyond, the health record is of significant medicolegal value to the members concerned, their dependents, and the government. Accuracy is of the utmost importance in recording entries in the health record. It is imperative that you be familiar in all respects with the contents of this chapter.

Chapter 21—Pharmacy Operation and Drug Control

This chapter describes the many phases of pharmacy administration and lists the responsibilities of the different pharmacy personnel. Control of drugs and other substances is discussed at length. It is vital that you understand this chapter.

These chapters are only examples of the information you should know. Needless to say, a solid knowledge of the entire manual will be to your advantage, both in your work and for advancement.

THE NAVY DIRECTIVES ISSUANCE SYSTEM

Due to the pace of our times, the regulations governing the Navy are always changing, with new ones replacing, modifying, expanding, or canceling those already in effect. To maintain up-to-date information in the Navy, the Navy Directives Issuance System has been devised. The Department of the Navy Directives Issuance System provides a standard method of issuing directives by all activities in the Navy. As

set forth in SECNAVINST 5215.1C, the system contains two parts and two tables:

Part I	Definitions, Criteria and Responsibilities
Part II	Preparation and Maintenance of Directives
Part 1	Preparation of Letter Type Directives
Part 2	Preparation of Special-Type Directives

SCOPE

A directive prescribes or establishes policy, organization, conduct, methods, or procedures; requires action or sets forth information essential to effective administration or operation of activities concerned; or contains authority or information that must be promulgated formally.

The Directives Issuance System contains the standard procedures and formats used to promulgate policy, procedural, and informational releases in the Department of the Navy.

In general, a document is issued in the Directives Issuance System when it does one or more of the following:

- Regulates or is essential to effective administration
- Establishes policy
- Delegates authority or assigns responsibility
- Establishes an organizational structure
- Assigns a mission, function, or task
- Initiates or governs a course of action or conduct
- Establishes a procedure, technique, standard, guide, or method of performing duty, function, or operation
- Changes, supersedes, or cancels another directive

With certain exceptions, issuances not falling within the scope of the above criteria nevertheless may be issued in the directives system to

obtain quick and controlled dissemination. These may include:

- Requests for comments, approval, or information
- Directions for routinely carrying out established operations, such as matters pertaining to individual personnel actions or special shipments of materials
- Informative announcement, such as education or promotion opportunities, recreational activities, work improvement plans, suggestions for morale building, or changes in office locations or phone extensions

There are two types of exceptions: required and optional. Required exceptions are Navy Regulations, top secret documents, and registered publications. Optional exceptions are operations plans and orders/technical and regulatory manuals and publications, and changes thereto.

The Chief of Naval Operations manages the Directives Issuance System from an overall standpoint and provides for needed improvements and changes in the system.

TYPES OF DIRECTIVES

There are several types of directives, depending on their scope, distribution, and purpose.

Instruction

A directive that contains authority or information having continuing reference value, or requiring continuing action. It remains in effect until superseded or otherwise canceled by the originator or higher authority.

Order (Applies only to Marine Corps issuances)

A directive of continuing authority or reference value. It is effective until superseded or otherwise canceled. A specific cancellation date may be stated when the period of effectiveness can be estimated. An order may be issued as a letter-type or manual-type directive.

Notice

A directive of a one-time or brief nature, which has a self-canceling provision, and which

has the same force and effect as an instruction. A notice usually remains in effect for less than 6 months, but is not permitted to remain in effect for longer than one year. Reports and procedures covered in a notice are considered canceled when the notice is canceled, unless requirements have been issued in another document.

Bulletin (Applies only to Marine Corps issuances)

A directive having the same force and effect as an order and used to publish material that is either primarily informative or otherwise directive in nature, but is not of continuing authority or reference value. A bulletin includes a self-cancellation date.

Joint Directive

A directive issued jointly by one authority, in conjunction with one or more other authorities.

Letter-Type Directive

An instruction or notice prepared in a format similar to that of the naval letter.

Message-Type Directive

A directive transmitted via the Naval Communication System.

Publication-Type Directive

An instruction or notice whose content is best suited to a publication format; i.e., parts, chapters, sections, differing from a manual or publication only by the method of promulgation and identification.

Change Transmittal

The medium used to transmit changes to an instruction, or under extenuating circumstances, a notice. Each transmittal describes the nature of the changes it transmits, and gives directions for making them. In the Marine Corps, comparable changes are to orders and bulletins.

CHANGES TO DIRECTIVES

Existing directives are usually changed or modified by the following methods:

PAGE CHANGE—An addition or replacement page for an instruction or notice, transmitted under cover of a change transmittal for insertion by the recipients. It is generally faster and more economical; it provides neater, more legible copy; and it decreases the chance of errors.

PEN CHANGE—A change to an instruction or notice, prescribed in a change transmittal, to be made by the addressee. Directions state precisely where the change occurs, i.e., page, paragraph, and line number, and any other pertinent information. OPNAV prohibits this type of change except in very unusual circumstances.

REVISION—Instructions are revised periodically as the need arises. The initial Standard Subject Identification Code (SSIC) used to identify the instruction will remain the same and only the subdivision alpha/numeric characters that follow the SSIC will change to identify the revision. The addition of the numeric character following SSIC shows how many instructions have been promulgated that bear the same SSIC; e.g., NAVMEDCOMINST 6222.3 indicates that this is the third instruction issued by COMNAV-MEDCOM that bears the SSIC 6222. An alphabetical character is added to the identification number to indicate the revision of that particular instruction; e.g., NAVMEDCOMINST 6222.3B indicates that it is the second major revision of that instruction, while a “C” would indicate the third major revision and so on. It is important to note that the alphabetical character “I” and “O” are never used to indicate major revisions in order to avoid confusion with the numerical characters one and zero.

SUPPLEMENT—A medium formerly used to add information to an existing instruction. It is now prohibited except where necessary to change a joint interservice instruction when the basic instruction cannot readily be changed.

All changes and revisions should be carefully made, according to their accompanying instructions, immediately upon receipt. A manual directive or publication in which the required changes have not been made is of no value to the organization—in fact it can be detrimental, since outdated information is erroneous and misleading.

NAVAL REPORTING REQUIREMENTS

Just as there is a system of communicating down through the chain of command by manuals and directives, there is also a need for input up through the chain of command. This information is required for the many departments to determine logistic support, administrative policy, and overall management of the Navy.

To gather this input, a system of reporting is required. Each unit in the Navy is directed to submit certain information at specific periods to higher authority in the Navy.

DEPARTMENT OF DEFENSE REPORTS AND FORMS

Since in some situations the Armed Forces and other organizations in the DOD have a common purpose of reporting, the reports and forms have been standardized. These forms are put forth to make exchange of information throughout the federal government easier. They are identified by the "DD" (Department of Defense) or "SF" (Standard Form). An example of the former is DD-1289—DOD Prescription—used by all federal agencies that write prescriptions; an example of the latter is the SF-88—Report of Medical Examination—used by all federal agencies that require physical examinations on their personnel.

NAVY DEPARTMENT FORMS

Of primary interest to hospital corpsmen are the following types of reports and forms:

NAVPERS FORMS—These reports and forms are to be used for personnel reporting. For instance, the NAVPERS 1070/600 series deal exclusively with the Navy service record of an individual.

NAVMED FORMS—These forms belong to the Medical Department. A list of these forms and their descriptions and purposes can be found in chapter 23 of the MANMED.

NAVSUP FORMS—These forms are devised for the naval supply system and will be used for ordering supplies or equipment within the Medical Department.

NAVCOMPT FORMS—These forms are devised for the financial system and will be used for reporting events that affect a person's pay.

Reports and forms are also categorized by frequency of submission, e.g., weekly, monthly, quarterly, annually, or as needed (situationally).

Chapter 23 of the MANMED deals exclusively with those forms and reports relative to the Medical Department. It lists them according to category, gives information on submission, and specifies the number of copies required.

RECORDS RETIREMENT

Section 506 of the Federal Records Act requires an active, continuing program for economical and efficient management of records. The program provides for effective controls over the creation, maintenance, and use of records in conducting business; the retirement of noncurrent records; and the destruction of nonessential records. Chapter 6 of SECNAVINST P5212.5 series, *Disposal of Navy and Marine Corps Records*, contains all the regulations on the disposition of records relative to the Medical Department.

In summary, it is to your advantage to have a good knowledge of the many manuals listed in this chapter. The ability to find information or to substantiate and verify an administrative procedure is the mark of an efficient, senior hospital corpsman.

A good knowledge of the Navy Directives Issuance System is essential for effective medical administration and keeps you abreast of new developments.

Neat, accurate, and timely submission of required reports and forms will earn you an outstanding reputation.

REFERENCES:

1. SECNAVINST 5215.1C, *Navy Directive Issuance System*
2. NAVEDTRA 10254-D, *Personnelman 3 & 2 RTM*